STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: Financial Software Vendors

CC: All Unit Officials

FROM: Bruce Hartman, State Examiner

RE: New Gateway Annual Report to be Implemented January 2012

DATE: August 1, 2011

The State Board of Accounts (SBoA) is on pace to implement a new Web-Based Annual Report January 2012 for the 2011 reporting period. The new Annual Report is being implemented as part of the Indiana Gateway for Government Units (Gateway) in cooperation with the Department of Local Government Finance (DLGF) and the Indiana Business Research Center (IBRC) at the Indiana University Kelley School of Business.

The Gateway modernizes the way local government units submit financial information to the state. With this electronic data, the State can provide local government units, as well as citizens, user-friendly reports and research tools which will dramatically increase the transparency and accessibility of local government financial information.

The Gateway will consist of two subsystems, Budget Submission (DLGF) and the Annual Report (SBoA). DLGF has already implemented the Budget potion of the Gateway to allow units to submit their 2012 Budgets.

In lieu of manual data entry, the Gateway Annual Report will allow certain data to be uploaded via files generated by the Unit's computerized financial system. The data includes Beginning Balances by Fund (both cash and investments) and Detailed Receipts/Disbursements by Fund. Detail file formats and specifications regarding the upload process can be found on our web site at http://www.in.gov/sboa/3700.htm. Please be aware that the file formats and specifications for the Gateway Annual Report are different than the previous Annual Report upload process.

SBoA would like to invite you to a Vendor meeting where we will answer questions that you may have regarding the Gateway Annual Report upload process and the file formats and specifications. Meeting details are as follows:

Date: August 23, 2011
Time: 8:00 a.m. to 10:30 a.m.
Location: Indiana Government Center South
                Conference Room 2
                302 West Washington Street
                Indianapolis, Indiana 46204

An Indiana State Government campus map can be found at http://www.in.gov/sic/pdfs/campus_layout.pdf

Please RSVP to John Eppley, Information Systems Audit Director, at jeppley@sboa.in.gov by August 18, 2011 if you plan to attend.